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To: Property Owners / Management Agents

From: Minnesota Housing (MHFA)
Multi Family Division
Section 8 Contract Administration PBCA and TCA

Subject: Upcoming Changes for 2008, volume 2

Last month you received information on all of the exciting changes coming in 2008. This memo contains additional related information which will hopefully answer additional questions you may have, and provide some tips to make these changes smoother for all involved.

WASS User M-ID:

If you have a Service Provider that processes your Vouchers and TRACS files, but YOU process all the certifications/recertifications for your tenants, including verifications, you will need access to EIV at the point that it becomes mandatory. Why not get that access set up now and beat the rush?

The WASS M-ID numbers are assigned through HUD, not MHFA. These ID numbers are assigned to individuals and **cannot be shared**. To obtain your WASS UserID contact the REAC Helpdesk at 1-888-245-4860 choose option 2 or email at reac_tac@hud.gov.

- MHFA will be presenting Section 8 customer training in June. Notification of the upcoming trainings is included in this package! Dates of trainings are June 11th, June 17th and June 18th. Join us for one day, two days or all three, it's up to you! Please see the enclosed training publication for additional information. Do not send your registration until MAY 25th, 2008.
- Do you know what your **TRACSMail ID** and **password** are? This information is most likely stored within your software. MHFA suggests that you make note of this information for future use, especially if you are making a change in software. MHFA does NOT store your TRACSMail Passwords. If you need to verify your TRACSMail ID and password you will need to call the TRACS Hotline at 1-800-767-7588.

Important system changes:

EIV - Enterprise Income Verification System

EIV is one of HUD's Secure Systems. Although use of EIV is currently not required, using EIV when certifying tenants **will become mandatory in the near future.** There is NO COST to use EIV and its tools. MHFA strongly recommends that you begin to use this valuable tool as soon as possible.

If you process all certifications / recertifications for your property including verification of income, you will need access to the EIV system even if you use a Service Provider for your Voucher / TRACS files. EIV will allow you to verify whether or not an applicant (or added household member) is currently receiving federal housing subsidy at another location. By verifying this information **PRIOR to offering a unit** you will avoid DOUBLE SUBSIDY issues and potential loss of Housing Assistance Payments (HAP) for the new household. EIV also allows you to verify income information on residents of your developments for recertification purposes.

To obtain access visit the EIV Website at:

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>.

TRACS Release 2.0.2.C scheduled for August 2008

The changes to be included in TRACS 202C were recapped in March's Memo. To obtain a copy of the DRAFT TRACS Release 2.0.2.C visit:

<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm> listed in "documents".

ALL changes related to TRACS 202C will require an update from your software vendor. Additional information on the changes will be part of the upcoming MHFA Training in June.

TRACSMail REPLACEMENT: iMAX - Integrated Multifamily Access Exchange

"iMAX" is the new TRACSMail replacement. You must have internet capability on your computer to use iMAX. Your TRACSMail ID and password will remain the same as it is now.

While some software vendors may automate part of the log-in process, WASS M-Id numbers can not be shared; therefore, it will be necessary for everyone in your organization who will be accessing iMAX to have an individual M-Id number and password.

The **TRACS Website** is <http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>. This is another valuable tool for you. Timely updates are posted to this site on a regular basis; therefore, we recommend accessing it frequently to remain up to date. At this website, you can apply for a REMS Secure Access ID and password, link to the EIV Website, get a copy of the MAT Guide, and many other updates, information, guidebooks, to mention a few.

If you have any questions, please contact Rose Marsh at Rose.Marsh@state.mn.us or at 651-296-5602.

Thank you.